

# SKCCC Membership Review: Standard Operating Procedures

## Purpose:

To ensure appropriate placement of new members into the SKCCC Research Programs, evaluate potential changes in membership, and monitor member metrics.

## Membership Review Committee:

Chair: Deputy Director

Co-Chair: Assistant Director for Cancer Research Administration

Members: One leader from each Program and the Associate Directors for Population Science, Basic Science, Clinical Research, Translational Research, Cancer Research Administration, Consortium Liaison.

## Essential Membership Requirements

- Membership is open exclusively to individuals who hold a doctoral degree or its equivalent, such as MD, DO, PhD, PharmD, DMD/DDS, DVM, EdD, or DNP.
- Eligibility for membership requires that an individual is under the direct authority of the cancer center director, either through reporting lines or via a Memorandum of Understanding (MOU) with Drexel University.
- Applicants must hold a current faculty appointment.

## Requirements for SKCCC Full Membership (FM):

1. Possession of a cancer-focused R01 or other eligible cancer-focused grant within the last 12 months (minimum \$250,000/year in Direct Costs for at least 3 years)

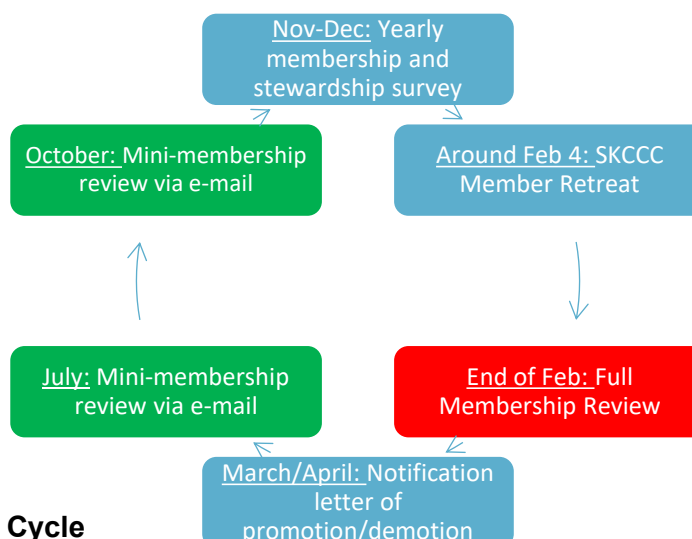
**OR**

2. PI of cancer focused clinical trial(s) with at least 5 accruals in total within the last 12 months

*Note: Stewardship of the cancer center through participation in meetings, retreats, committees, community outreach, and philanthropic events is recommended for Full Members.*

## Requirements for SKCCC Associate Membership (AM):

1. Interest in cancer related projects, and a commitment to apply for cancer focused funding, open cancer focused clinical trials, or accruing to existing cancer focused trials, and participate in cancer-focused initiatives.
  - a. Interest and commitment will be assessed based on the applicant's description in their Cancer Research Statement within the membership application.
2. To maintain AM status, the requirement above (point #1) must be fulfilled **AND** Stewardship Requirements should be met as per below:
  - a. Stewardship of the cancer center through participation in meetings, retreats, committees, community outreach, and philanthropic events.
  - b. Stewardship will be assessed based on incurred stewardship points (Appendix A). A minimum of **10 stewardship points** must be accrued within the yearly Stewardship Review Plan (SRP).



**Figure 1 Membership Review Cycle**  
**Membership Privileges**

- Discounts on SKCCC Shared Resources
  - Bioinformatics/Biostatistics
  - Translational Pathology (and biorepository)
- Access to resources at other institutions
  - MOUs with Drexel and Wistar give us access to equipment on both campuses
- Access to SKCCC Educational Opportunities
  - Clinical Trial Bootcamp
  - Grant and trial writing support
- Access to SKCCC Pilot Funding
  - Travel awards
  - Trial and grant seed funding
- Invitations to SKCCC events and collaborative meetings
  - Program Leaders and Associate Directors provide mentorship and opportunities to collaborate with other cancer center members
  - Opportunities to engage with community outreach and education
- Advertising of your successes through our social media channels

**FULL MEMBERS ONLY:** All of the above plus use of the NCI-designation badge regardless of location, additional opportunities for funding and support, and leadership opportunities.